



## National Council on Disability

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An independent federal agency making recommendations to the President and Congress to enhance the quality of life for all Americans with disabilities and their families.

### Agency Shutdown Plan January 18, 2018

**1. PURPOSE:** To provide the National Council on Disability's ("NCD") policy guidance and instructions for actions to be taken when Congress fails to enact either regular appropriations, a continuing resolution, or needed supplemental, resulting in an interruption of fund availability. In the absence of appropriations:

- NCD officers may not incur any obligations that cannot lawfully be funded from prior appropriations unless such obligations are otherwise authorized by law.
- NCD officers may incur obligations as necessary for orderly termination of an agency's functions, but funds may not be disbursed.

**2. SCOPE:** This plan applies to all NCD personnel including the nine Special Government Employees (private citizen Presidential and Congressional appointees.)

**3. POLICY:** In order to execute an orderly shutdown, the following information is provided:

- Estimated time to complete shutdown: One half-day;
- Number of on-board employees prior to execution: 10;
- Number of employees retained under plan: 0;
- Executive Director will notify OMB that shutdown procedures have initiated;
- Director of Administration will notify building management of shutdown status;
- Director of Administration will notify all agency personnel of shutdown status and will initiate action to issue furlough notices and other instructions as appropriate;
- Director of Administration will direct Contracting Officer's Representatives to notify agency contractors of shutdown status and other instructions as appropriate;
- Director of Administration will direct Network Consultant to ensure servers and other IT equipment are secured; and

- Agency personnel will be instructed to obtain information from news outlets for when a continuing resolution or an FY 2018 appropriation has been approved and that they will be expected to return to work on their next regularly scheduled work day.

**4. REFERENCES:**

- OMB Circular No. A-II (2015), Section 124.2, pages 1-2
- OMB Memo M-13-22, Planning for Agency Operations during a Potential Lapse in Appropriations (and attachments), September 17, 2013.

**5. REVIEW:** This Agency Shutdown Plan has been prepared and reviewed by the undersigned. It complies with guidance provided in the reference documents.

A handwritten signature in black ink, appearing to read "Clyde Terry".

1/18/2018  
Clyde Terry  
Chair